

Default Responses	5-4
Longer Default Responses and the "Replace...With" Editor.....	5-5
Prompts with a List of Choices	5-7
Key Fields	5-8
Special Responses to Field Prompts	5-11
Deleting a Field's Value (@)	5-11
Jumping to Another Field with the Up-Arrow (^)	5-11
Exiting with the Up-Arrow (^).....	5-12
Exiting with the Up-Arrow (^^)	5-12
Mandatory (Required) Fields.....	5-12
Spacebar Recall	5-13
Typical Data Entry Session	5-14
6. About Each Field Type.....	6-1
DATE/TIME Fields	6-2
NUMERIC Fields	6-4
SET OF CODES Fields	6-5
FREE TEXT Fields	6-6
WORD-PROCESSING Fields	6-7
COMPUTED Fields.....	6-9
POINTER TO A FILE Fields.....	6-9
VARIABLE-POINTER Fields	6-11
Subfiles (Multiples)	6-13
7. Adding and Deleting Records.....	7-1
.01 Field	7-1
How to Add a Record.....	7-1
Adding a Duplicate Record (Use Quotes)	7-2
How to Delete a Record.....	7-3
Repointing When Deleting Records.....	7-3
Adding Records at a POINTER TO A FILE Field	7-5
Adding and Deleting from Multiples.....	7-7
Enter or Edit File Entries Option.....	7-8
8. ScreenMan	8-1
The ScreenMan Screen	8-2
Cursor Movement (Navigation Keystrokes)	8-5
How to Navigate Between Fields	8-5
How to Navigate Between Pages.....	8-6
Saving and Exiting.....	8-6
Command Line Options (SAVE, EXIT, etc.)	8-7

Table of Contents

Editing.....	8-9
How to Edit Fields.....	8-9
Long Fields (and the Zoom Editor).....	8-11
WORD-PROCESSING Fields	8-11
Multiples.....	8-11
Details	8-17
How to File Edits.....	8-17
Troubleshooting.....	8-18
Part III: WORD-PROCESSING Fields.....	III-1
 9. Choice of Word Processing Editors.....	9-1
How to Select Your Preferred Editor.....	9-1
Switching to Another Editor While Editing.....	9-2
 10.Screen Editor.....	10-1
The Screen Editor Screen	10-2
Entering Text	10-3
Entering Commands	10-3
Cursor Movement (Navigation Keystrokes).....	10-4
Saving and Exiting.....	10-5
Finding Text	10-6
Formatting Paragraphs	10-7
Cutting and Pasting.....	10-8
Deleting	10-9
Settings/Modes	10-10
Troubleshooting	10-11
Terminal Type Setting	10-11
<PF> Keys Not Working: How to Exit	10-11
Screen Editor and Personal Computers	10-13
Pasting and Uploading.....	10-13
Symbol Characters	10-13
Files: Save as Text	10-13
Wrap Vs. No Wrap	10-13
Avoiding Lost Characters	10-14
 11.Line Editor.....	11-1
How to Enter Text in the Line Editor	11-2
Revising Existing Text	11-2
"Replace...With" Edits: Be Careful	11-3

Table of Contents

Commands	11-7
Available Commands	11-7
LIST: List the Message	11-8
ADD: Append More Text.....	11-8
JOIN: Combine Two Lines of Text	11-9
INSERT: Insert New Line(s) of Text Between Existing Ones	11-9
DELETE: Delete a Line or Lines.....	11-10
Advanced Features	11-11
File Transfer (Use When Uploading ASCII Text).....	11-11
Text Terminator-String Change.....	11-12
Programmer Edit (Edit Lines with M Commands)	11-13
Editor Change: Switch Editors	11-13
Transfer Text (from Another WORD-PROCESSING Field)	11-14
Glossary	Glossary-1
Index	Index-1